HOW TO RESET YOUR OMQG PASSWORD OR OBTAIN YOUR USER NAME
(Text only)

1. Please log into the Oahu Modern Quilt Guild page (https://www.oahumodernquiltguild.com)
2. go to the bottom of the page "existing users log in". You can use the email address you signed up with or your user name.
3. then find *forgot password*? then choose *click here to reset*.

> Your user name is **firstname.last name**
> Enter your user name and email and choose *reset password*.
> The password should be sent to you within the hour. This is an automated process. Sometimes it will go into your spam email. Look for an email from communications@oahumodernquiltguild.com. The sender will be OMQG communications.

4. with your new password, you can log back into the Oahu Modern Quilt Guild page (https://www.oahumodernquiltguild.com) and look for the tab labeled guild resources.
5. under existing users log in, enter your user name and new password from your email. (easiest is to copy and paste from your email). Choose log in to get to all the information in the guild resources area.
6. If you want to get your username, then do the same as #1-3, except choose forgot user name? click here.
7. enter your email address and choose retrieve user name. Your username will be sent to your email address. This is an automated process. Sometimes it will go into your spam email. Look for an email from communications@oahumodernquiltguild.com. The sender name will be Oahu Modern Quilt Guild.
8. If your email address has changed, or you forgot what email address you signed up with, send an email to [communications@oahumodernquiltguild.com](mailto:communications@oahumodernquiltguild.com) with your name and request for email verification or to change your email address.

If you want to change your password do the following when you are still logged into the OMQG website.

1. Go to guild resources, then member profile. Choose change password
2. Enter your new password and confirm password. Choose update password
3. Your screen should now say password successfully changed.

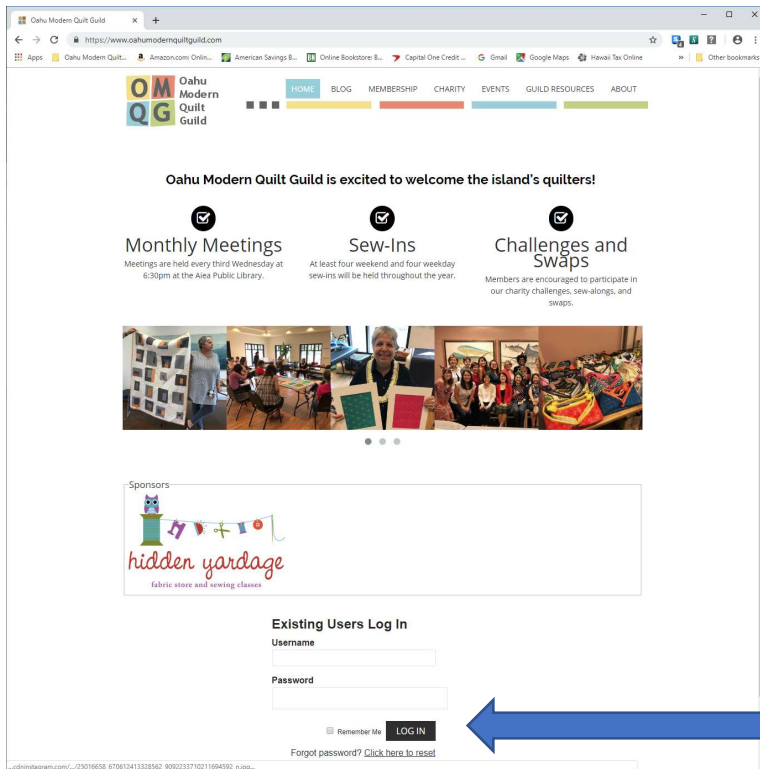When you are through with your session, don't forget to log out.
In the upper right of the screen, highlight your name and choose log out.

*If you forgot your user name, email communications@oahumodernquiltguild for verification of your user name.*

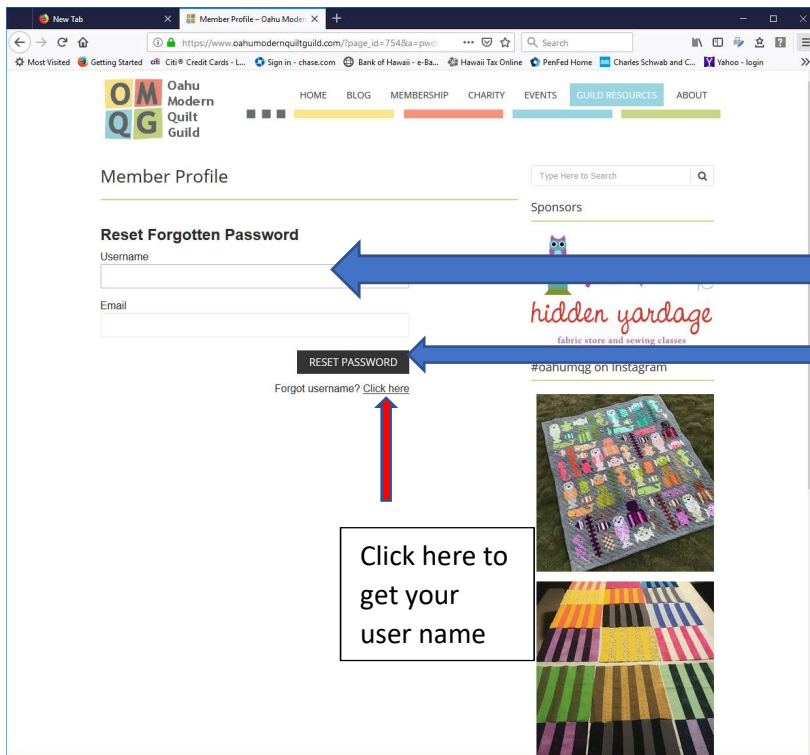# The next pages are for those who want instructions with pictures.

HOW TO RESET YOUR OMQG Password or get your username (with pictures)

Go to https://www.oahumodernquiltguild.com/



Click here to reset password
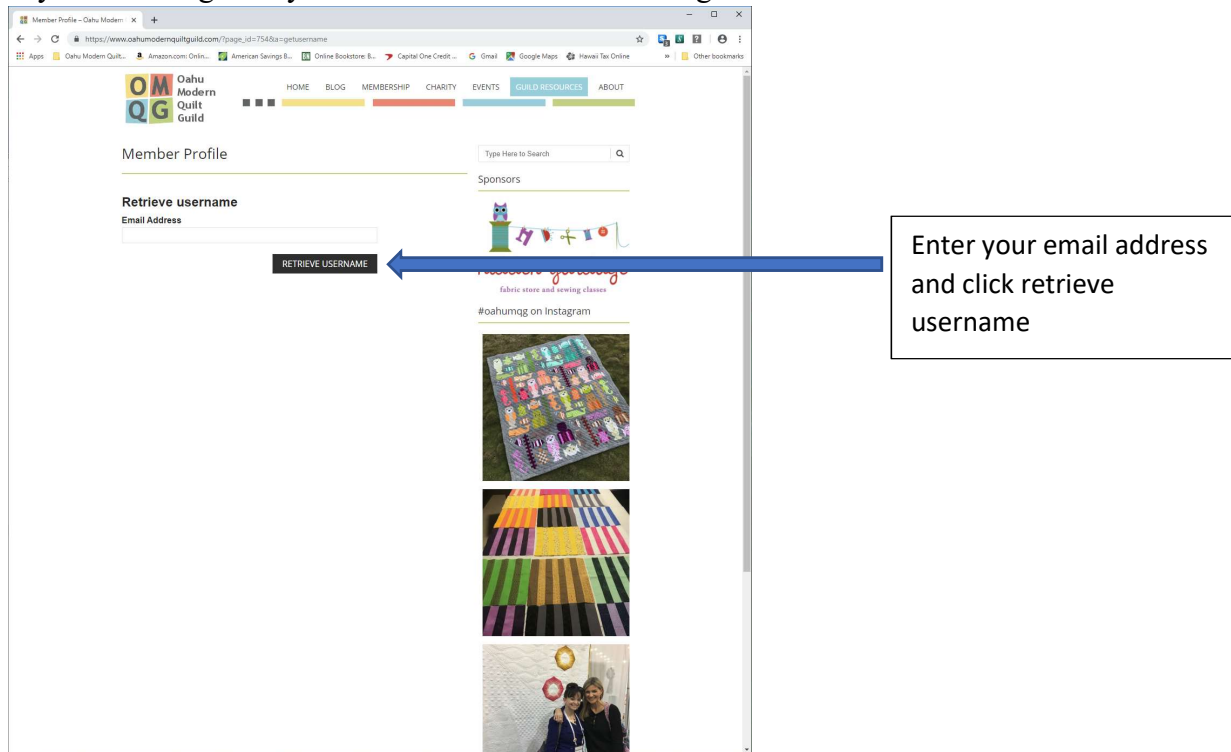
Go to forgot password. Click here to rest.



Enter your OMQG user name and email address

Click here at reset password

Click here to get your user name

Enter your user name (**firstname.lastname**) and email for the OMQG website. And click *Reset Password.*

If you have forgotten you username. Click on the "forgot username" click here section.



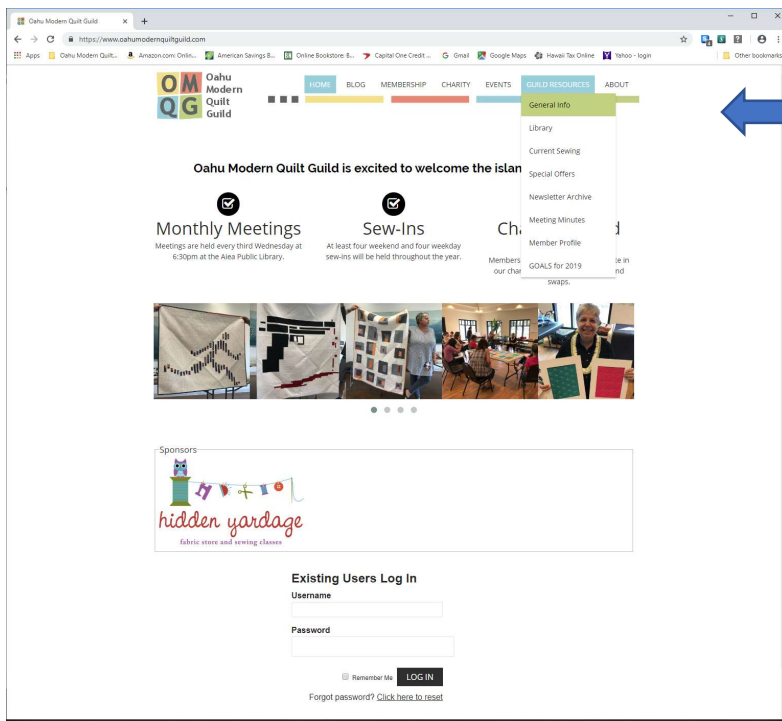Enter your email address and click retrieve username

Enter your email address and click "retrieve username".

A new password or username should be sent to your email account. Please check your spam folder. The email will come from Oahu Modern Quilt Guild.com. the sender name will be Oahu Modern Quilt Guild.

If you have requested your username, then you must reset your forgotten password (unless you remembered it) using the above instructions.
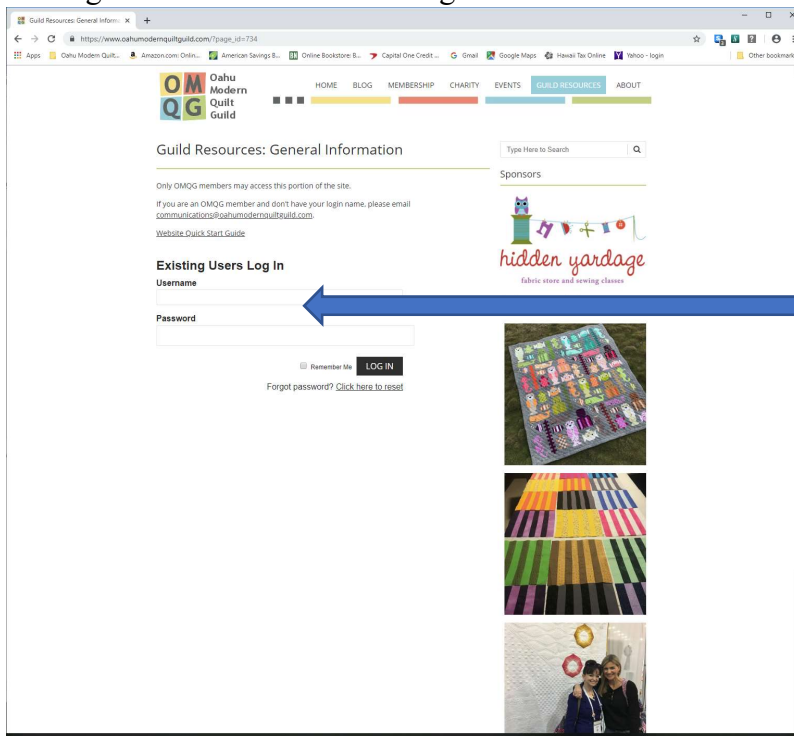
When you have gotten your email with new password, then go back to https://www.oahumodernquiltguild.com. So you can access all the rest of the membership only information.

If your email address has changed, or you forgot what email address you signed up with, send an email to communications@oahumodernquiltguild.com with your name and request for email verification or to change your email address.

Choose guild resources and then General Info

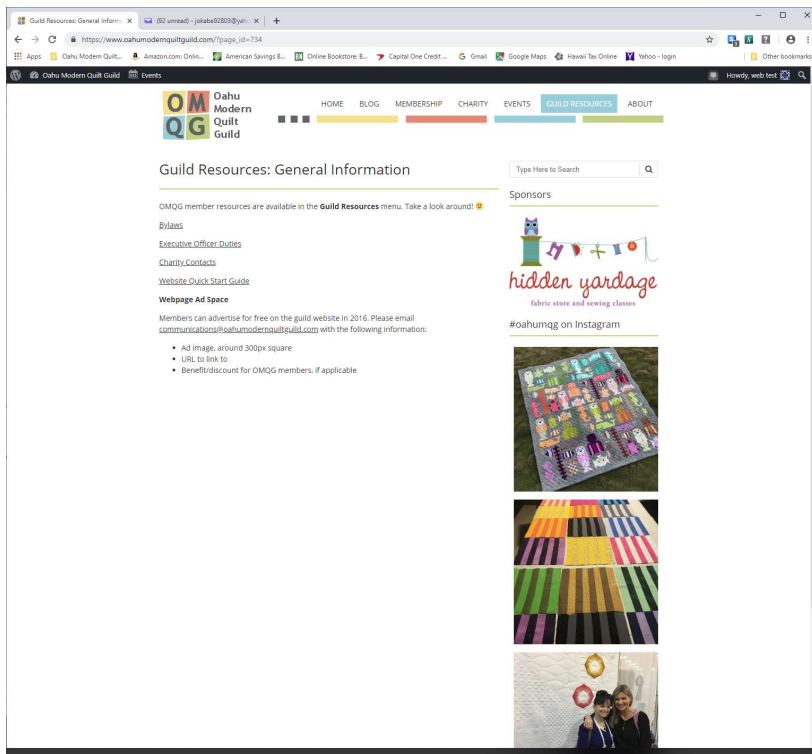Go to guild resources and choose general info.



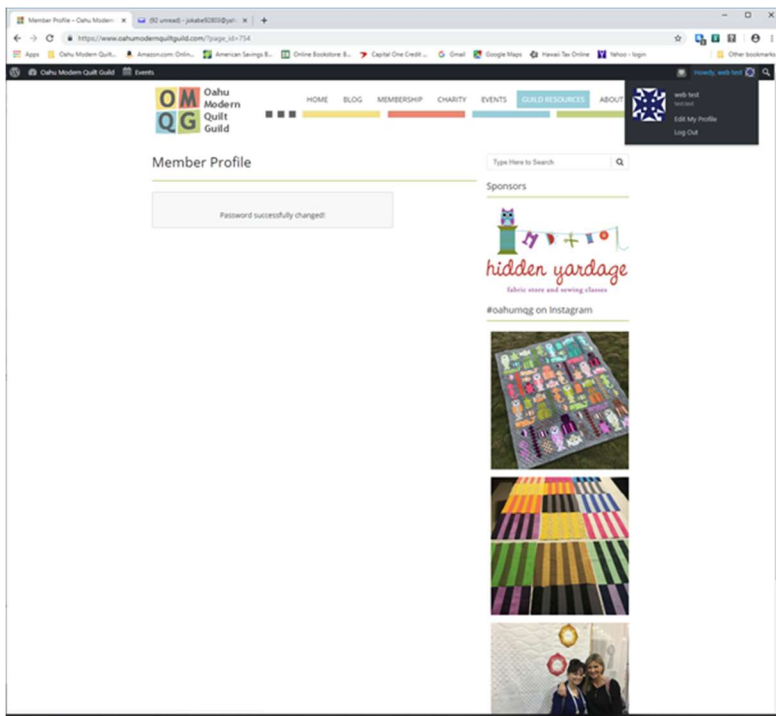Enter your user name (firstname.lastname) and new password.

Enter your user name (**firstname.lastname)** and your new password.

Choose LOG IN.

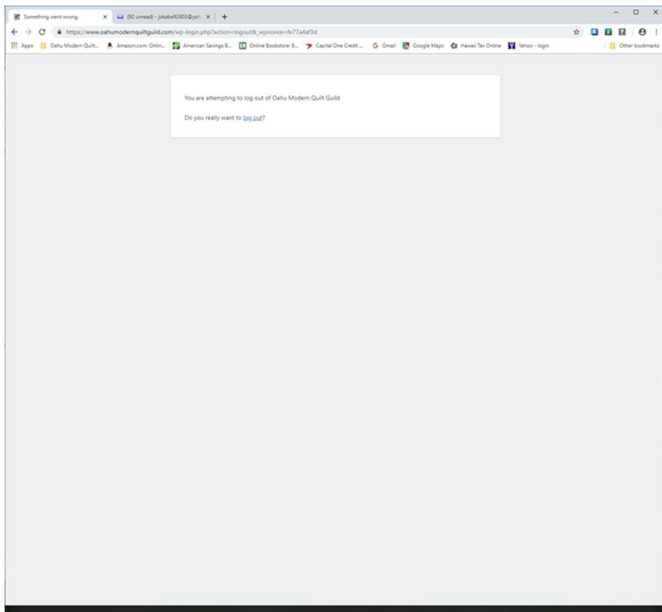You should now be able to access all of the guild resources such as meeting archives, newsletter archives,

Don't forget to log out when you are finished with your session. If you want to change your password, go to the following pages before logging out.
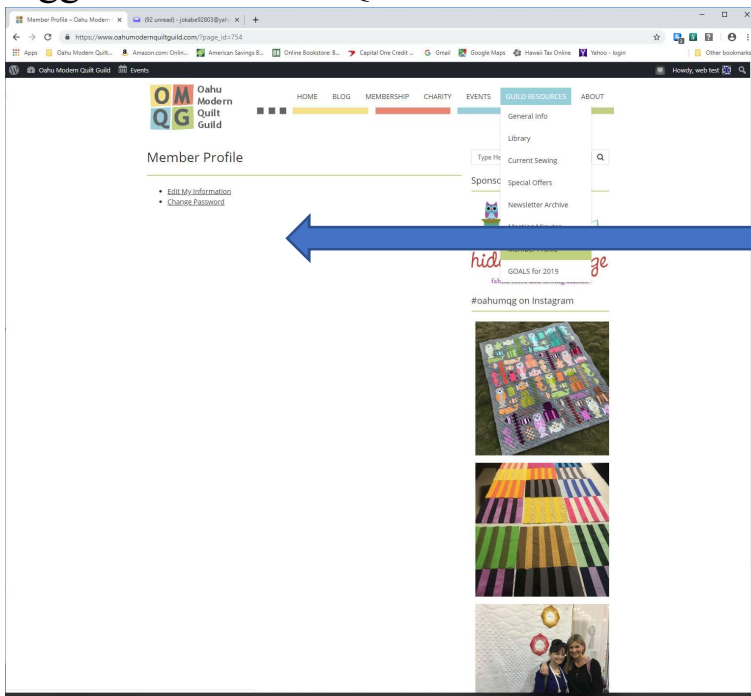


You can choose your log out here
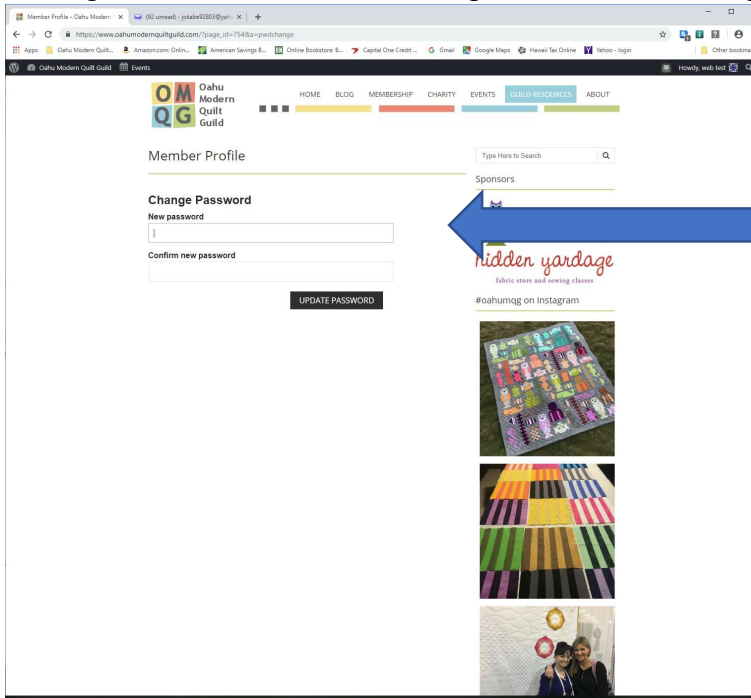
Go to the upper right corner of the website.

Choose log out again.

If you want to change your password do the following when you are still logged into the OMQG website.
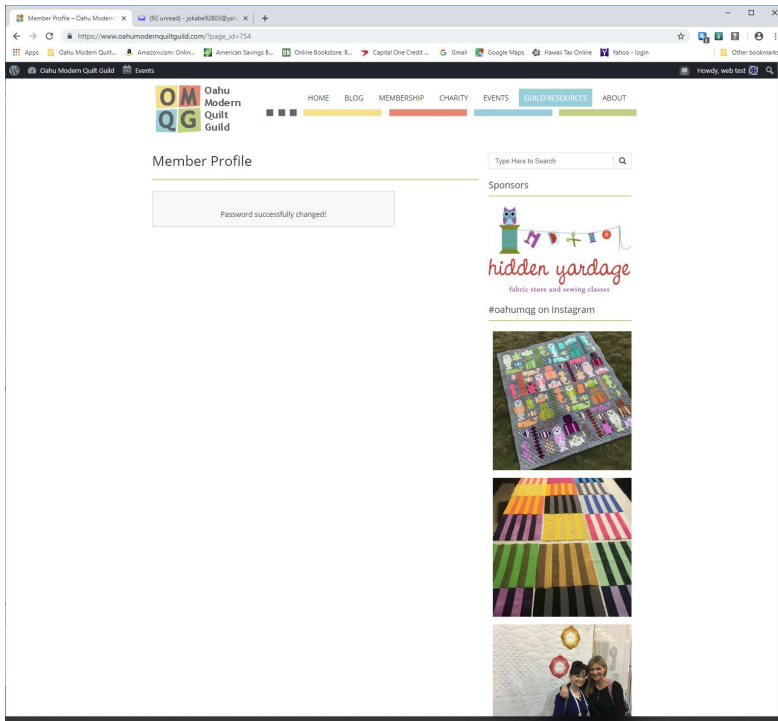


Go to guild resources and member profile. And choose change password

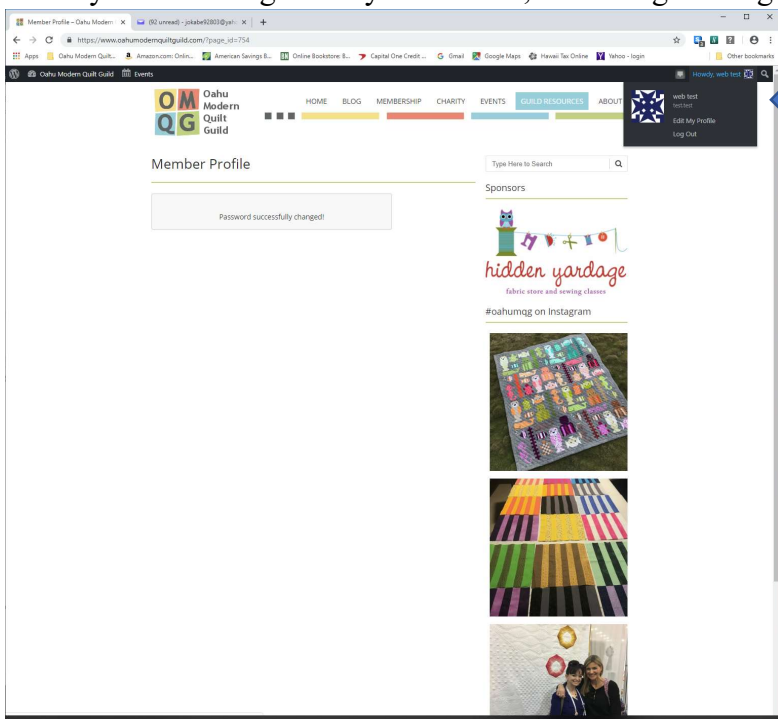Go to guild resources, then member profile. Choose change password.



Enter your new password and confirm your password area. Choose update password

Enter your new password and confirm password. Choose update password.

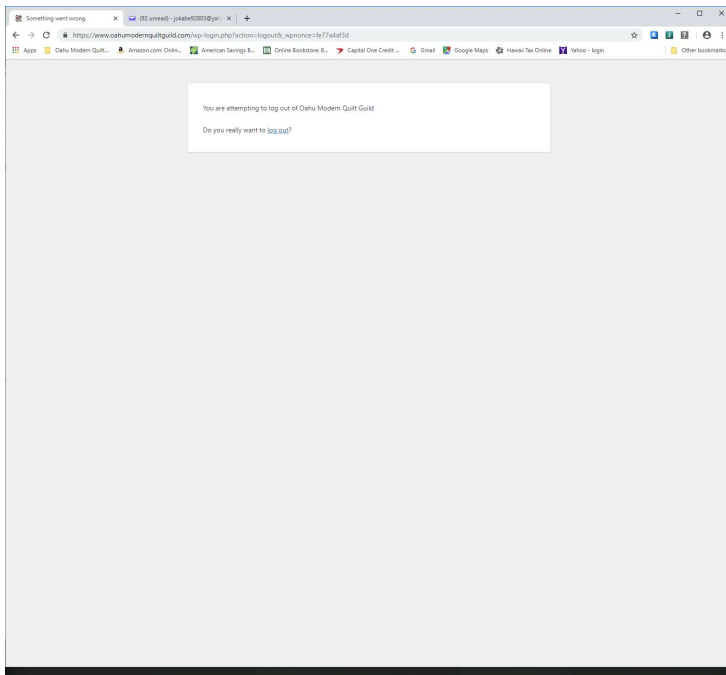Your screen should now say password successfully changed.

When you are through with your session, don't forget to log out.



Highlight your name and choose log out.

In the upper right of the screen, highlight your name and choose log out.

Choose log out again.